

MCRC FROST CALL 033-02 DATED 24 JUNE 2002

From: Commanding General, Marine Corps Recruiting Command

Subj: NEW PROCEDURAL GUIDELINES TO VERIFY SUBMISSION OF
CLEARANCE INVESTIGATION REQUESTS (EPSQ) TO DEFENSE
SECURITY SERVICE (DSS)

Ref: (a) CG MCRC Frost Call 002-02 dated 2 October 2001
(b) CG FMFLANT 131520Z JUN02 (NOTAL)

Encl: (1) Telephonic re-verification for OPM submissions
(2) "Sample" EPSQ Receipts System Results

1. Purpose. To notify all levels of the Marine Corps Recruiting Command of the new procedural guidelines for re-verification and verification of clearance requests submitted to Office of Personnel Management (OPM) and Defense Security Services (DSS) using the Electronic Personnel Security Questionnaire (EPSQ).

2. Background. Department of Defense directives require ALL accessions that need a clearance for their billet assignment or Military Occupational Specialty (MOS) be submitted prior to being accessed onto active duty or active duty for training. To comply with this requirement, verification procedures were established in reference (a), for Office of Personnel Management (OPM) work. Since this procedure was implemented, there has not been any significant improvement in the percentage of Marine Students arriving in schoolhouses with clearance investigations submitted. Reference (b), addresses the continuing problem of Marines arriving at MCSFBn without records of the required clearance investigation initiated. This drastically effects the ability of the Security Forces Battalion to perform their mission.

3. Information. M&RA(MPP) notified MCRC G-3 and CMC(ARS) Security Branch, of the ongoing problem addressed in reference (b), of Marine students arriving at schoolhouses with no record of clearance requests initiated. In some cases this reaches 75% of an entire class. This is causing commands the inability to perform missions due to the lack of security clearances and also an elongation of the T2P2 pipeline. MCRC G-3 met with representatives of HQMC(MP), TECOM, CMC(ARS), MCCES and MCSFBn, to formulate corrective action. The verification process outlined in reference (a) dealt specifically with OPM work. Presently MCRC submits all requests for clearance investigations electronically to DSS using the EPSQ. The DSS website contains a Receipt System to verify if the EPSQ was received. This receipt system is more compatible than the previously used customer service center at OPM. The DSS website is www.dss.mil or

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directly to the receipt system at <https://sclient.dss.mil/epsq/>. The receipt system allows for up to 15 SSN's to be verified that the EPSQ submission was received by DSS. Care should be taken to ensure you select the proper Date Range for the receipt(s) based on EPSQ submission date. (i.e. if the EPSQ was submitted to DSS on 5/23/02 ensure that submission date is within the date range for 1-30 days [5/20/02-6/18/02 per the example in enclosure 2]).

4. Action. To comply with DoD directives and facilitate problems addressed in reference (b) the following mandatory administrative requirements are instituted. Effective no later than **1 JULY 2002** the following action will be taken:

a. Recruiting Station Operations Section/MEPS Liaison NCO.

(1) Any member of the DEP or awaiting IADT, assigned an Enlistment Incentive Program (EIP), or Quota Serial Number (QSN) that requires a SECRET Clearance, **will have an EPSQ submitted to DSS within TEN (10) DAYS of assignment of EIP/QSN.** (See Notes 1 & 2 below)

(2) Any member of the DEP or awaiting IADT, previously assigned an Enlistment Incentive Program (EIP), or Quota Serial Number (QSN) that requires a SECRET Clearance, **who have not had a SF-86/EPSQ submitted and re-verified with OPM, or an EPSQ submitted and verified received by DSS, must have an EPSQ submitted NOT LATER THAN THIRTY (30) DAYS prior to Projected Active Duty Date (PADD).** **NO EXCEPTIONS.** (See Notes 1 & 2 below)

(3) **NO Enlistment Incentive Program (EIP)/Quota Serial Number (QSN),** that requires a SECRET CLEARANCE **should be** assigned within **THIRTY (30) DAYS** of Projected Active Duty Date (PADD).

(4) If an Enlistment Incentive Program (EIP)/Quota Serial Number (QSN), that requires a SECRET CLEARANCE **is assigned** within **THIRTY (30) DAYS** of Projected Active Duty Date (PADD), **shipping to recruit training is RESTRICTED until verification of the receipt (Enclosure (2) from the DSS website is obtained and attached to the EIP/QSN, Statement of Understanding (SOU).** (See Notes 1 & 2 below)

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NOTE 1: If a member of the DEP or awaiting IADT, contracted prior to 1 April 2002, the Fingerprints were submitted to OPM by USMEPCOM. The MEPS LNCO will have the subject member re-fingerprinted by MEPS on **SHIP DATE**, for submission to DSS.

NOTE 2: If a member of the DEP or awaiting IADT, contracted on or after 1 April, Fingerprints were transmitted to DSS and no further action is required, unless directed by MEPS personnel (i.e. Fingerprints are illegible).

(5) Copies of the DSS Receipt System Results (Enclosure 2) containing the prospective shippers SSN will be stapled behind **ALL COPIES** of the Enlistment Incentive Program (EIP)/Quota Serial Number (QSN), Statement of Understanding (SOU), for the option/QSN that requires a SECRET Clearance.

(6) Members of the **DEP or Awaiting IADT**, who previously had a SF-86/EPSQ mailed to OPM, and verified in accordance with reference (a), must be re-verified. The following re-verification actions will be taken with OPM Customer Service:

(a) Call (724) 794-5228 OPM Customer Service

(b) Provide MEPS SON #

(c) Provide Name, SSN, DOB, and POB of Member

(d) Specifically RE-VERIFY that a "NACLAC" was received at OPM, not an "ENTNAC". If you do not ask verbatim for a **NACLAC** verification, the customer service representative will verify that an ENTNAC was received, and an ENTNAC will not start an investigation for clearance, only a NACLAC.

(e) If verified that a NACLAC was received at OPM, annotate Enclosure (1), and staple to ALL COPIES of the last page of the EIP/QSN Statement of Understanding (SOU).

(f) If a NACLAC was not received at OPM, the MEPS LNCO will immediately submit the EPSQ to DSS electronically. If subject member contracted prior to 1 April 2002, the Fingerprints were submitted to OPM by USMEPCOM. The MEPS LNCO will have the subject member re-fingerprinted by MEPS on **SHIP DATE**, for submission to DSS

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(7) **No member of the DEP or awaiting IADT will be shipped to recruit training without either Enclosure (1) OPM Re-verification Receipt for previous OPM verification, or Enclosure (2) EPSQ Receipts System Results, attached to the last page of the EIP/QSN Statement of Understanding (SOU). **NO EXCEPTIONS.****

(8) Enlistment Incentive Programs (EIP)/Quota Serial Numbers (QSN) requiring TOP SECRET Clearances will continue in accordance with MCRC Frost Call 016-02.

b. Recruit Liaison Sections (RLS).

(1) Verify all shippers whose Enlistment Incentive Program (EIP)/Quota Serial Number (QSN) that require a SECRET CLEARANCE, have either **Enclosure (1) OPM Re-verification Receipt** for previous OPM verification, or **Enclosure (2) EPSQ Receipts System Results**, attached to the last page of the EIP/QSN Statement of Understanding (SOU).

(2) Any shipper whose Enlistment Incentive Program (EIP)/Quota Serial Number (QSN) that require a SECRET CLEARANCE, not possessing either Enclosure (1) OPM Re-Verification Receipt for OPM work, or Enclosure (2) DSS Receipts System Results attached to the EIP/QSN Statement of Understanding (SOU), **will be treated as an ERRONEOUS ENLISTMENT, and an Investigation will be initiated.** RLS will direct the RS to submit the EPSQ immediately to DSS and provide the receipt to the Recruit Liaison Section for the recruits SRB. RLS will attach to the recruits SOU.

(3) Ensure the Recruit Admin Center (RAC) or Recruit Administration Branch (RAB), at each MCRD, are instructed to not remove any OPM Verification/Re-Verification Receipts, or DSS EPSQ Receipts Systems Result receipts attached to EIP/QSN Statements of Understanding (SOU's).

(4) Enlistment Incentive Programs (EIP)/Quota Serial Numbers (QSN) requiring **TOP SECRET** Clearances will continue in accordance with MCRC Frost Call 016-02.

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c. Assistant Chief of Staff Recruiting (Region).

(1) Ensure all recruiting personnel within the region are aware of the contents of this Frost Call. Major points are: **restricting shipping** without receipts outlined in the enclosures, ensuring OPM **verification is for NACALC** and not ENTNAC, and MEPS Personnel retransmit Fingerprints to DSS on **SHIP DATE**. Ensure Quality Control Section monitor for Erroneous Enlistments, Investigations and EPSQ submission procedures at the Recruiting Station level.

(2) Incorporate into MEPS LNCO Course of Instruction, and MEPS Inspection procedures within the region.

5. Point of contacts at MCRC G-3 are M. J. Styka, and LtCol S. B. Wittle at commercial (703) 784-9403 or DSN 278-9403.


D. L. MCMANUS
By direction

OFFICE OF PERSONNEL MANAGEMENT (OPM)
REVERIFICATION RECEIPT

(DATE)

VERIFIED THAT THE "NACLAC" CLEARANCE INVESTIGATION REQUEST

FOR _____ / _____ HAS BEEN RECEIVED BY
(NAME) (SSN)

OFFICE OF PERSONNEL MANAGEMENT (OPM), ON _____.
(DATE RECEIVED)

(SIGNATURE)

(RS)

(BILLET)

ATTACHMENT TO ANNEX ()
(DO NOT REMOVE FROM ANNEX)



EPSQ Receipts System Results

You are searching 1 - 30 Days 5/20/2002 Through 6/18/2002				
Social Security Number	Form	Received	Date	Posted
123456789	SF86/NAC	YES	06/13/2002	06/13/2002
111 22 3333		NO		

1 - 30 days (5/20/02 - 6/18/02)

Press **Select SSNs** to continue querying receipts. Press **Main Menu** to go to the EPSQ main page.

Note: Receipts will be maintained for 365 days. System currently reflects receipts back to March 1, 2000.

SSN Advisement:

Providing a Social Security Number is voluntary. However, we will not be able to complete your request for information if you don't give us each item of information we request. A Social Security Number is needed to help identify a specific individual because other people may have the same name and birth date. Executive Order 9397 also ask Federal agencies to use this number to help identify individuals in agency records.

This site provides information regarding personnel security clearances and submitted personnel security clearance applications of military, federal civilian and contractor employees under the cognizance of the Defense Security Service (DSS). Contractor employee information is provided in accordance with paragraph 2-208 of the National Industrial Security Program Operating Manual (DoD 5220.22-M).

EPSQ Letters of Consent (LOC), Change LOC User Password utility and Registration for access to the LOC system are for contractor use only.

ENCLOSURE (2)